

ATHENS REGIONAL LIBRARY BOARD
Draft Minutes July 21, 2011 Meeting – Oconee County Branch

Meeting was called to order by Chairman Nale (Madison County) at 3:30 p.m, at the Oconee County Library. Present were: Mr. Zimmerman, Ms. Stratton, Ms. Broderick (Oconee County); Ms. Bogue, Mr. Timmons, Ms. Lane (Athens-Clarke); Ms. Slater, Mr. Miller, Ms. Shoemaker (Franklin County); Ms. Harrison, Mr. Moak (Madison County) (late); Mr. Gresham, Ms. Arnold, Ms. Gabriel (Oglethorpe County). Ms. Dunn was absent. Staff present were Mrs. Ames, Ms. Simonds, Jackie Elsner, and Mr. Katzman, who recorded the minutes.

Chairman Nale introduced and welcomed new member Ms. Shoemaker (Franklin County) to the board, as well as Ms. Arnold (Oglethorpe County) who had missed the last meeting.

The minutes of April 21, 2011 board meeting were unanimously approved. There was no public comment. The agenda was unanimously adopted.

Staff Report – Jackie Elsner, Branch Manager, Oconee County Library

Ms. Elsner introduced herself and gave an overview of both the Oconee and Bogart libraries in Oconee County. She reported that the 4th annual Friends book sale would be held at the Oconee County Civic Center on September, 15, 2011. She mentioned how much the generosity of the Friends was appreciated for Summer Reading materials as well as helping for the purchase of a computer and a table. She also reported on other events at the two branches. Ms. Elsner reported that some furniture was relocated in the Adult Services Area, and now there is better access to the Large Print Collection. She said that Bogart was given a vacant storefront which is open 8 hours a week and nets approx. \$100 a month.

Financial Report:

Ms. Simonds reported that we have completed fiscal year FY11 and are at 100% at revenues and 95% of expenditures. There was discussion. Mrs. Ames mentioned that approx. 40% of our collection is overdue at any given time, and that we don't key our Collections provider until there are \$35.00 in outstanding fees.

Committee Report – Finance Committee

Mr. Gresham and Ms. Simonds gave an overview of the Finance Committee meeting. Discussion followed and vote on each of the five Regional Budget items, which were unanimously approved: State Material Grant (\$26,664.36)(Motion by Ms. Gabriel, seconded by Ms. Bogue); System Services Grant (\$74,620.82 (Motion by Ms. Gabriel, seconded by Ms. Bogue); Personnel Grant (\$604,235.88)(Motion by Ms. Bogue, seconded by Ms. Lane); Talking Book Center Grant (\$128,340)(Motion by Mr. Zimmerman, seconded by Ms. Bogue); Total Regional Budget (State - \$833,861.06; Local - \$104,400)(Motion by Ms. Bogue, seconded by Ms. Gabriel). Each aspect was approved unanimously.

Regional Reports:

Athens-Clarke County

Ms. Bogue reported that the renovation was going well, with a lot of activity involved with the shrinking of the patron space at the library. She mentioned the report by Ms. Brumby about the process of deciding on which books to store. Mrs. Ames said that about a third of the collection is being stored. Ms. Bogue spoke about the report from the Endowment Committee.

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The endowment now is at \$880,000, with a proposed goal of a million dollars. They are working on a campaign towards Naming Rights for various sections of the building. Mrs. Ames said that we are trying to keep the community informed about our renovation via a website.

Oconee County

Ms. Stratton reported that progress had been made with the budget, which has been reduced this year, establishing priorities for the two branches. Mr. Zimmerman said that the Finance Committee, along with Ms. Simonds, had done a wonderful job establishing scenarios for the Committee to work with.

Madison County

Mr. Moak reported that there have been 3 site inspections and that construction was moving forward and even ahead of schedule. They have also approved an Alternative for a new HVAC system with a higher SEER rating for more energy efficiency. Two payments have gone to the construction company, he reported. Also there has been a testing of the water supply from an independent agency. The outcome of it is that we don't need a \$30,000 fire pump for the sprinkler, he said. The board voted to seek a Microsoft grant for rural local libraries, he reported.

Oglethorpe County

Mr. Gresham said that they had two new board members. The Friends had greatly helped with Summer Reading supplies, he said. There have been many programs and also we received a Grassroots Arts grant, he reported. He said that they had been getting more support from the County due to a new Administration, including better lighting outside of the library. There has been a challenge of an Anne Frank book and the Committee has met and discussed it. The Friends will have their book sale in the Fall, he said.

Franklin County

Ms. Slater reported that they had two new members with one vacancy but also a new application. She said they hoped to have a full board soon. The Lavonia-Carnegie Branch has invited the Regional Board for the October meeting, she said. Ms. Stratton moved to hold the meeting there, seconded by Mr. Moak, The vote to accept was unanimous.

In her Director's report, Mrs. Ames thanked the board for their support of the budget. She then thanked the Friends for their continued support. She mentioned the resignation of Assistant Director Judy Atwood, along with the retirement of Young Adult Librarian Mary Jean Hartel, which allowed no terminations to meet the budget goals. The materials budget is low and she hoped the Friends would help with the purchase of new materials. She reported that we received \$20,000 for the purchase of a new vehicle for the system. Mrs. Ames then spoke about the current renovation and described it as "the incredible shrinking library," as more and more temporary walls go up. She mentioned the recent Trustee's Workshop and thanked everyone who attended.

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Unfinished Business: Building Reports; Change Order 1 (Madison County)
Building reports followed concerning Madison, Athens, and Royston.

Mrs. Ames explained the need to ratify the action of the Madison County Library Board about Change Order 1, issued from the Contractor. There was discussion. A motion to accept was made by Mr. Timmons, seconded by Ms. Lane. The vote to accept Change Order 1 was unanimous.

New Business:

1. Ms. Simonds explained the auditing contract. There was discussion. A motion to accept the contract for Agreed Upon Principles (AUP) for \$2,900 was made by Ms. Gabriel, seconded by Ms. Harrison. The vote to accept was unanimous.

2. Ms. Simonds explained the GASB54 policy for the classification of assets. We are in compliance, she said, but it has never been stated formally. There was discussion. The vote to accept the 5 categories by the State for this purpose was voted on unanimously, after a motion by Mr. Miller, seconded by Ms. Gabriel.

3. Ms. Gabriel brought up the issue of the Patron Registration form, which had come up because of a book challenge in Oglethorpe County. There was discussion of the wording of our current form. Chairman Nale tabled this until the next meeting and asked that the Policy Committee meet about it.

Other Business:

Mr. Moak reported on the Director's evaluation, which had a very high rating of approval for Mrs. Ames. There were many excellent comments, he said. There would follow a letter regarding the evaluation which would go into Mrs. Ames's file.

The next meeting is on October 20, 2011 at 3:30 p.m. – Lavonia-Carnegie Branch.

The meeting was adjourned at 5:04 p.m.

ATHENS REGIONAL LIBRARY BOARD
Draft Minutes October 20, 2011 Meeting – Lavonia-Carnegie Branch

Meeting was called to order by Chairman Nale (Madison County) at 3:32 pm, at the Lavonia-Carnegie Library. Present were: Mr. Zimmerman, Ms. Bogue, Mr. Timmons, Ms. Lane (Athens-Clarke County); Ms. Slater (Franklin County), Ms. Shoemaker (Franklin County), Mr. Gresham, Ms. Arnold (Oglethorpe County), Ms. Gabriel (Oglethorpe County). Absent were: Ms. Stratton, Ms. Dunn, Mr. Moak, Ms. Brodrick, Mr. Miller, and Ms. Harrison. Staff present were Mrs. Ames, Ms. Simonds, Ms. LeCroy (Lavonia Branch Manager), Ms. Chitwood (Royston Branch Manager), and Ms. Ovington, who recorded the minutes. Mr. Gene Lurwig of Madison County was also present as a visitor. The July 21, 2011 Minutes were unanimously approved; Agenda unanimously approved; no public comment.

Staff Reports –

Emma LeCroy, Branch Manager, Lavonia-Carnegie Library: Ms. LeCroy presented historical memorabilia of the Lavonia Library and gave an overview of their Centennial events, Friends, and book sale.

Rosie Chitwood, Branch Manager, Royston Library: Ms. Chitwood gave an overview of their initial efforts towards a renovation as well as their groups and activities for all ages.

Financial Report:

Ms. Simonds gave the 1st Qtr FY12 Financial Report. We were within our parameters of being close to 25% revenues and expenditures. The total revenues were 26.75% and the expenditures were 21.93% actual versus budgeted figures. Ms. Arnold asked why the workers' compensation and insurance expenditures were less than 10% and Ms. Simonds responded that our insurance carrier, Boswell Group, runs our contract from March through February, so we will not be invoiced for the annual insurance costs until March of 2012. A question was raised about the Dues and Registration being at 83.5% and Ms. Simonds responded that most all of the annual regional dues were paid at the beginning of the fiscal year. A discussion followed about the Debt Collection Service. Mrs. Ames mentioned that approx. 4% of our collection is overdue at any given time, and that we don't key our Collections provider until there are \$50.00 in outstanding fees.

Mr. Zimmerman moved to approve the revised FY12 Regional Revised Budget and Ms. Lane seconded the motion.

Committee Report – Finance Committee

Mr. Gresham reported that the Finance Committee met on August 31st to discuss the state mandated budget cut of 2% (\$18,549). The committee approved the recommended FY12 Revised State budgets:

State Materials \$20,556.36, State Personnel \$607,118.88, System & Services Grant \$89,431.00
NE GA Talking Book Center \$125,340.00, Total State \$842,446.24 Total Local \$87,449.00

Ms. Gabriel moved to approve the revised FY12 Regional Revised Budget and Ms. Lane seconded the motion, it passed unanimously.

Ms. Slater (Franklin County Board) reported on Board Training held there recently. Chairman Nale strongly encouraged Board members to attend all opportunities for training.

Regional Reports:

Oglethorpe County

Ms. Arnold reported on Friends' festival presence and book sale as well as programs.

Madison County

Chairman Nale welcomed visitor Mr. Gene Lurwig. Renovation progress and book donations discussed.

Franklin County reports were covered earlier in Staff Reports.

Oconee County

Mr. Zimmerman said they raised 25k at their book sale held at their Civic Center.

Director's Report

Mrs. Ames relayed information about F11 Annual Report and other items such as ACC renovation progress.

Unfinished Business:

Building reports followed concerning Madison, Athens, and Royston. Changes in Parental Responsibilities pamphlet approved unanimously - (Ms. Gabriel moved, Mr. Timmons seconded).

No Fine Free Week this year due to budget reductions.

New Business:

1. Ms. Simonds explained the handout on GASB54 Designations.
2. Mrs. Ames was unanimously approved to have F12 Signature Authority – (Mr. Timmons moved, Ms. Slater seconded).
3. Calendar year 2012 Scheduled Closings list was unanimously approved – (Ms. Bogue moved, Ms. Lane seconded).

Other Business:

Ms. Dunn and Mr. Zimmerman were thanked for their service as they leave the Board.

Next Meeting is January 19, 2012 at 3:30 p.m. at the Athens-Clarke County Library

The meeting was adjourned at 4:48 p.m.